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TRAVEL EXPRESS USER MANUAL

AGENCY AND USER SETUP

INTRODUCTION

Request forms for both agency and user Travel Express setup are available on the SCO web site in PDF format. These can be filled in on your computer screen, saved and attached to an e-mail. It can also be printed to be faxed, or mailed. Links to the forms are provided in the sections below.

AGENCY SETUP

An agency must notify the State Controller's Office (SCO) that they would like to use the Travel Express application.

The agency should send a completed [Travel Express Agency Setup Form](#) to

- Fax: 208-334-3415
- E-mail to STARS_security@sco.idaho.gov
- Mail: State Controller's Office
Division of Statewide Accounting, Systems Administration Bureau
4th Floor Joe R. Williams Building
P. O. Box 83720
Boise, ID 83702-0011

The form will provide the following information to the State Controller's Office:

- Agency name and agency code.
- Optional e-mail notification for routing personnel that a Travel Express document has been submitted.
- Default maximum meal per diem amounts – in-state, out-of-state, or both.
- Name of the person(s) who will provide fiscal approval.
- Name of the person(s) who will provide final approval for release of documents into STARS. **NOTE:** For good internal controls, the Fiscal and Approver cannot be the same person.

USER SETUP

After an agency is set up with Travel Express, an employee of the agency or a non-state employee or vendor working for the agency can be set up. If you are a vendor, contact the agency you will be billing for their agency information or contact the State Controller's Office for assistance.

Complete and submit a [Travel Express User Security Access Form](#). Send the completed form to the State Controllers Division of Statewide Accounting Systems, Administration Bureau (see Agency Setup instructions).

The form will provide the following information to the State Controller's Office:

- Whether the request is to add a new user, delete a user, or change a user's information.
- Agency name, agency code, contact name, and phone number
- Web ID (your logon name), e-mail address
- Social Security Number or EIN
- Whether you are one of the following:
 - I am the traveler.
 - I am the Review person.
 - I am the Fiscal person.
 - I am the Final approver.
 - I complete documents for other individuals. If answering yes to this question, list the names of those individuals for which you will be completing Travel Express documents (add additional pages if necessary).

A member of Systems Administration will create the user profile from the completed request forms and notify you or the agency security contact.

If a user wants to have travel reimbursements made via direct deposit, [click here to download a Combined Substitute W9/Direct Deposit Authorization Form](#). Fill out Part II - Direct Deposit Authorization and send it to the State Controller's Office as indicated on the form.